

**EDISON PUBLIC LIBRARY
340 PLAINFIELD AVENUE
EDISON, NJ 08817**



APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THIS FORM IN FULL AND RETURN TO HR@EDISONPUBLICLIBRARY.ORG

The Edison Public Library is an Equal Opportunity Employer.

1) INTRODUCTION

Position applying for: _____

Date of Application: _____

Name (Last, First) _____

Email address _____

Residential address _____

Telephone # () _____

Alternate Telephone # () _____

2) EMPLOYMENT AVAILABILITY

Are you a former employee of the Edison Public Library? Yes No

If "Yes" When? _____ Position Held _____

Do you have any relatives currently employed by or volunteering with the Edison Public Library, including the Foundation and the Friends? Yes No

Type of employment desired: Full-Time Part-Time

Please indicate all times you are available to work:

- a) Sunday Monday Tuesday Wednesday Thursday Friday Saturday
b) Mornings (9:30am-1pm) Afternoons (1 pm – 5 pm) Evenings (5 pm to closing)

Are you currently employed by any other Township department? Yes No

If yes, Full-time Part-time Which Division: _____

Are you legally eligible for employment in the United States? Yes No

Are you under 18 years of age? (If "Yes" you will be required to submit working papers if offered employment.) Yes No

Are you able to meet the attendance requirements of the position year round as advertised in the job posting? Yes No

Date available to start work _____

3) EDUCATIONAL BACKGROUND

Please list name of school with town/state, your major (if applicable), the years you attended, and diploma or degree earned.

High School:

College Undergraduate:

College Undergraduate:

Graduate school:

Other education (specify):

4) REFERENCES

Please list three (3) business/work references that we may contact for information concerning your qualifications. At least one reference should be a current or former supervisor (school or volunteer references may be acceptable when there is no recent employment history.) Do not include personal references.

a) Name

Address

Phone number:

How do you know this person and for how long?

Please check off any software skills that you have:

Word Processing (Word, Word Perfect, etc.) Spreadsheet (Excel, Lotus 123, etc.) Data Entry

Publishing software (Publisher, Adobe, etc.) Integrated library system (If yes, please specify:
_____)

Other software skills:

Other skills:

Special accomplishments, awards, volunteer activities. Do not include information that would reveal gender, gender identity, race, color, religion, creed, national origin, ancestry, age, disability, sexual orientation, marital status, veterans' status, or any other legally protected status.

Other information you would like us to consider. Do not include information that would reveal gender, gender identity, race, color, religion, creed, national origin, ancestry, age, disability, sexual orientation, marital status, veterans' status, or any other legally protected status.

6) CONDITIONS

I understand that if I am offered and accept employment, I may be legally required to become a member of the NJ Public Employee Retirement System or the Defined Contribution Retirement Program.

By my signature below, I certify that all of the statements contained in this application and/or on my resume and in the information and documents I provided or will provide in support of my application for employment (both orally and in writing), are accurate and true. I understand that if any statement or information is found to be false, it may be grounds for rejection of my application, withdrawal of an offer of employment or termination of employment.

I understand that the completion of this application does not indicate that there are any vacant positions and in no way obligates the Edison Public Library or the Township of Edison to hire me.

I understand and agree that any employment that might be offered as a result of this application is for no definite period of time and may be terminated, with or without cause and with or without prior notice, at any time (except as may be limited by a collective bargaining agreement).

I understand that neither the hours of work that may be assigned to me at any time, nor any other act or circumstance, shall constitute a guarantee of employment as to daily hours, weekly hours, straight time or overtime hours.

By my signature below, I authorize the Edison Public Library to contact and obtain information from all references, current and former employers and/or educational institutions, and otherwise to verify the accuracy of the information contained in this application, on my resume, in any other documents I presented and in my oral statements during the interview process. I hereby release from liability the Edison Public Library and its employees and representatives for seeking, gathering and using such information and release from liability all other persons, business entities and organizations for providing such information.

I understand that if offered a position with the Edison Public Library, the offer may be conditional on me submitting to a background check. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of, a background check will result in a failure of the condition and withdrawal of any employment offer or termination of employment if already employed.

By my signature below, I acknowledge and agree that any offer of employment will be made contingent upon confirmation of my references and licensure, if applicable. I also understand that if I am hired I will be required to provide proof of identity and legal work authorization.

The Edison Public Library is an equal opportunity employer. This library complies with Federal and State legislation, and our policies prohibit employment discrimination on the basis of race, gender, gender identity, religion, creed, color, national origin, citizenship status, ancestry, age, marital status, veterans' status, sexual orientation, domestic partnership, civil union partnership, disability, genetic data, criminal history, and any other legally protected status.

Date: ____/____/____

Signature of Applicant: _____